



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 20-0002782
Summary Document – Do Not Dispatch To Vendor

Page: 1 of 2

Payment Terms: **N/A** Freight Terms: **N/A** Ship Via: **N/A** PCC: **H** Date: **12/11/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:
Via Print

THIS DOCUMENT IS A SUMMARY DOCUMENT. ITS PURPOSE IS TO ACCUMULATE INDIVIDUAL TRANSACTION DATA. FOLLOWING RECONCILIATION, TRANSACTION LINES WILL BE COPIED TO A MULTI-VENDOR VOUCHER, PAYABLE TO CITIBANK N A.

Vendor: CITIBANK N A
TRAVEL CENTRAL BILL ACCOUNT CBA PAYMENTS
PO BOX 78025
PHOENIX AZ 85062-8025
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 144T
AUSTIN TX 78723
United States

Bill To: APPO@twc.state.tx.us or
Texas Workforce Commission
101 E 15TH ST
RM 446
AUSTIN TX 78778-0001
United States

Vendor ID: 1135266470

Purchaser: Wilma J Richard
Phone: 512 936 3328
Fax: 512 475 3502
Email: wilma.richard@twc.state.tx.us

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$5000 or Less

VID: 1371581003 Survey Monkey Purchase Order 20-0002782 PR 25175
02430 Annual Subscription needed for survey activities.

username: stephanie.modlin@twc.state.tx.us TWC / VR Division
Requester: Deborah Trahan
02430 ANCIRA

Invoice #35251810 - see attached (\$319.80 - \$19.80 sales tax = \$300.00) SurveyMonkey owe the sales back to TWC
January 19, 2020 through January 19, 2021

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	SurveyMonkey Annual Subscription Renewal with SSL Encryption. January 19, 2020 TO January 19, 2021--Invoice 35251810 dated 12/05/2019	956/35	1.0000	EA	\$319.80000	\$319.80	01/19/2021
						Schedule Total	\$319.80
						ReqID: 0000025175	
VID: 1371581003 Survey Monkey Purchase Order 20-0002782 PR 25175						Item Total for Line # 1	\$319.80

Authorized Signature

01/02/2020



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Total PO Amount \$319.80

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- * PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- * ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- * Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.
Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

A handwritten signature in blue ink that reads "Glenn Smith".

01/02/2020